

**Expression of Interest (EOI)**  
**Invitation for Expression of Interest (EOI) for appointment of Auditors of National Law University and Judicial Academy, Assam (NLUJAA)**

The National Law University and Judicial Academy, Assam (NLUJAA) is a University Established by Government of Assam vide Act, XXV of 2009 its campus at NEJOTI Building, Bholanath Mandir Path, B. K. Kakoti Road, Ulubari, Guwahati-781007.

National Law University and Judicial Academy, Assam (NLUJAA) invites Expression of Interest from CAG empanelled Chartered Accountants firm for the audit of the Financial Year 2016-17 and further extendable for another two years on yearly renewable basis based on performance.

The fee payable for the services rendered for the financial year 2016-17 shall be as mutually decided and for the subsequent years may be enhanced based on work volume and performance.

The firm should have its office at Guwahati and possess minimum 05 years' experience in carrying out Audit/Internal Audit of Government/Listed Companies, Autonomous body, Academic Institutions, etc. Interested firms may submit their data/details/documents latest by 7<sup>th</sup> October, 2016.

The interested Chartered Accountant's Firms are required to enclose photocopies of the following documents (self-attested):

- a. Membership certificate of practice;
- b. PAN Card;
- c. Latest IT return filed by firm;
- d. Latest IT returns of Partners;
- e. Service Tax registration certificate;
- f. Document in support of financial turnover of the firm;
- g. Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against Firms and its partners or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.

All entries in the Application form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

The University reserves the right to reject the application without assigning any reason.

## APPLICATION

### Details of Chartered Accountant firm for the Audit of National Law University and Judicial Academy, Assam (NLUJAA) for the financial year 2016-17:

Sl. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone no. and E-mail address	
4	ICAI Registration No. with Region Name and Code No.	
5	Date of constitution of the firm	
6	PAN No. of the firm	
7	Date since when the firm has a full time FCA	
8	Number of Full-Time Partners as on 01-04-2016 (Details to be provided in " <b>Annexure- A</b> ")	
9	Number of Part time Partners if any, as on 01-04-2016	
10	Number of Full Time Chartered Accountant Employees as on 01-04-2016	
11	Number of Branches (Details to be provided in " <b>Annexure-B</b> ")	
12	Whether the firm is engaged in any Internal/Concurrent/Audit and other accounting work of any Govt. Companies/Autonomous body, and Academic Institutions etc. (If yes details may be given " <b>Annexure-C</b> ").	
13	Turnover of the Firm (last 3 years)	

(On Firms Letter Head)

Annexure-A

**Details of Full Time Partners of the Firm**

<b>Sl. No.</b>	<b>Name of the partner</b>	<b>Membership no.</b>	<b>Whether FCA/ACA</b>	<b>Date of Joining the firm (full time)</b>	<b>Station &amp; Region where residing at present</b>

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

**(On Firms Letter Head)**

Annexure - B

**Particulars of Branches (including foreign branches, if any)**

<b>Sl. No.</b>	<b>Station at which located</b>	<b>Complete address with PIN code &amp; Telephone No.</b>	<b>Name of the partner charge the branch</b>	<b>Date of opening of the branch</b>	<b>Region</b>

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

**(On Firms Letter Head)**

Annexure- C

Details of Internal Audit Work / Any Other Accounting Work of Govt./Listed Companies, Autonomous body, Academic Institutions, etc. in hand with the firm/undertaken in the last five years as on 31-03-2016.

<b>Name of Client</b>	<b>Type of Audits(Tick appropriate Box)</b>		
<b>Academic Institutions</b>			
1			
2			
3			
4			
<b>Co- operative Societies</b>			
1			
2			
3			
4			
<b>Companies/PSU</b>			
1			
2			
3			
4			
<b>Others</b>			
1			
2			
3			
4			
<b>Insurance Companies</b>			
1			
2			
3			
4			
<b>Autonomous bodies</b>			
1			
2			
3			
4			

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

**(On Firms Letter Head)**

**UNDERTAKING**

I/We the following partners of M/s. ....

Chartered Accountants do hereby jointly and severally verify and declare –

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- (ii) that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
- (iii) that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act, 1949;
- (iv) that the constitution of the firm as on 1<sup>st</sup> April of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

<b>Sl. No.</b>	<b>Name of the Partner</b>	<b>Membership Registration No.</b>	<b>PAN No.</b>	<b>Signature of the partner</b>

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

## **SCOPE OF WORK FOR THE AUDITOR OF NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM**

**Terms of reference for appointment of an auditor for the audit of books of accounts of National Law University and Judicial Academy, Assam (NLUJAA) for the financial year 2016-17.**

### **BACKGROUND**

National Law University and Judicial Academy, Assam has been established by the Government of Assam by way of the National Law School and Judicial Academy, Assam Act, 2009. The word 'School' is being substituted by the word 'University' as per the National Law School and Judicial Academy, Assam (Amendment) Act, 2011. The Hon'ble Chief Justice of Gauhati High Court is the Chancellor of the University. National Law University promotes and make available modern legal education and research facilities to students and scholars drawn from across the country, including the North east, hailing from different socio-economic, ethnic, religious and cultural backgrounds.

### **OBJECTIVES**

The objectives of the audit for the financial year 2016-17 is to seek a professional opinion on the financial statement of National Law University and Judicial Academy, Assam for the financial year 2016-17 and to ensure that funds received and expenditure incurred are in accordance with the laid down financial regulations, prescribed Procurement procedures, and other orders issued from time to time as well as to ensure proper maintenance of books of accounts and other relevant documents at all levels.

### **Scope**

The Audit will be carried out in accordance with the Generally Accepted Auditing Principles and will include tests and controls, as the auditors feel necessary under the circumstances. The major areas to be covered are as under: -

#### **1. Audit to cover the areas ensuring that,**

- (a) Transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
- (b) Utilization of external funds is in accordance with financing agreements.
- (c) Counterpart funds are utilized for purposes for which they are provided.
- (d) Goods and services have been procured in compliance with the financing agreement.
- (e) Transactions are duly supported by proper supporting documents.
- (f) Propriety of the transactions.
- (g) Checking the maintenance of books of accounts and records.
- (h) Checking the bank reconciliation statements.
- (i) Checking of component wise, category-wise and account head wise expenditures.
- (j) Checking of investments, short term deposit etc. made from time to time.
- (k) Checking of various taxes/compliance.
- (l) Verification of fixed deposit register and checking of interest received.

- (m) To check all records registers including Minute Books and to see that accounting effects of all the decisions taken at General Meeting/Board of Governors Meeting /Audit Committee Meeting are given in the Books of Account.
- (n) To give executive summary incorporating all points/matters; which are of very important nature.

## **2. Financial Books**

- (a) Verification of Bank Book Journal, Vouching of Imprest Cash.
- (b) Scrutiny of General Ledger, Staff Advance Registers, commenting on loan outstanding entries, etc.
- (c) Verification of cash, cheques on hand etc. as on 31<sup>st</sup> of March every year.
- (d) Verification of all computer vouchers and sheets ensure correct coding and accounting head.
- (e) Scrutiny of general ledger and Verification of Income and Expenditure Statement, and Balance sheet and other Schedules.
- (f) Verification of Salary/ Consultancy payments, P.F, I.T., TDS, etc., and verification of submission of various return to the competent authority in time.
- (g) Verification of all financial information completely, promptly and after the necessary authorisation was recorded.

## **3. Comprehensive audit**

The areas covered by comprehensive audit may cover comparison of the results shown in the current period financial statements with prior periods and if available, with budgets and forecasts, investment decisions, delegation of financial powers and management of information systems, organisational effectiveness, management of equipment, plant and machinery etc.

## **4. Accounting policy & standard**

- (a) To review and help the management in implementing proper accounting procedures, internal check control and computerized systems.
- (b) Review of Accounts.
- (c) Check all recorded entries comply with accounting standard.

## **5. System Improvement**

The selected Auditor(s) will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and reported.

## **6. The Chartered Accountant firm so appointed would be required to give:-**

- (a) Audit Certificates and issue any other certificate as may be required by the University from time to time without any additional fee to be paid by the society.



- (b) Statements in annual report that describes the work of National Law University and Judicial Academy, Assam. The responsibilities of the audit also include reporting on the adequacy of statements.

**7. Liaison**

The selected Auditor(s) will liaise with the University Authority for the periodical meetings to review the progress of the work and to ensure requirement be fully met.

- 8.** To suggest the measures for cost control and increase the revenue of the University.
- 9.** The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/ vouchers submitted at latter stage, to settle the audit qualifications in the Audit report of this assignment.

**10. Reporting**

After finalization of Audit, the Auditors shall submit Audit Report on the Accounts Audited.

**GENERAL**

Auditor would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of National Law University and Judicial Academy, Assam and all other documents and information which they think necessary for the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the organization.